



# RENTAL APPLICATION

FOR OFFICE USE ONLY

DATE \_\_\_\_\_ AGENT \_\_\_\_\_  
COMMUNITY \_\_\_\_\_  
APT. NO. \_\_\_\_\_ RENT \$ \_\_\_\_\_

The undersigned hereby makes application to rent apartment number \_\_\_\_\_ located at \_\_\_\_\_  
beginning on \_\_\_\_\_ ending on \_\_\_\_\_, at a monthly rental of \$ \_\_\_\_\_

## PLEASE TELL US ABOUT YOURSELF

NAME OF APPLICANT \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver's Lic. No. & State \_\_\_\_\_ D.O.B. \_\_\_\_\_  Over the age of 55

NAME OF CO-APPLICANT \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver's Lic. No. & State \_\_\_\_\_ D.O.B. \_\_\_\_\_  Over the age of 55

List All Occupants Under The Age of 18 and Date of Birth \_\_\_\_\_

### APPLICANT

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### CO-APPLICANT

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Pets  Yes  No Explain \_\_\_\_\_ How did you hear about our property? \_\_\_\_\_

## PLEASE GIVE YOUR EMPLOYMENT INFORMATION Income Verification Required

APPLICANT CURRENT EMPLOYER (Or Most Recent) \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Date(s) Employed / From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Your Monthly Salary \$ \_\_\_\_\_ Household Monthly Income \$ \_\_\_\_\_

APPLICANT PREVIOUS EMPLOYER (Or Most Recent) \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Date(s) Employed / From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Your Monthly Salary \$ \_\_\_\_\_ Household Monthly Income \$ \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation.

You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

CO-APPLICANT CURRENT EMPLOYER (Or Most Recent) \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Date(s) Employed / From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Your Net Monthly Salary \$ \_\_\_\_\_ Household Net Monthly Income \$ \_\_\_\_\_

CO-APPLICANT PREVIOUS EMPLOYER \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Date(s) Employed / From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation.

You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

**PLEASE GIVE YOUR CURRENT RESIDENCE**

APPLICANT CURRENT ADDRESS \_\_\_\_\_ Zip Code \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

CO-APPLICANT CURRENT ADDRESS \_\_\_\_\_ Zip Code \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

**PLEASE LIST YOUR BANK AND CREDIT REFERENCES (APPLICANT/CO-APPLICANT)**

| YOUR BANK(S)           | City-State/Branch |  | Telephone |
|------------------------|-------------------|--|-----------|
| 1. _____               |                   |  |           |
| 2. _____               |                   |  |           |
| YOUR CREDIT REFERENCES | City-State/Branch |  | Telephone |
| 1. _____               |                   |  |           |
| 2. _____               |                   |  |           |
| 3. _____               |                   |  |           |

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_

**Maximum of 2 vehicles allowed**

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent?  Yes  No

Been evicted or asked to move out?  Yes  No Broken a Rental Agreement or Lease?  Yes  No

Been sued for damage to property?  Yes  No Declared Bankruptcy?  Yes  No

Indicate any additional information that might help management evaluate your application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**PET POLICY**

Pets are not permitted without the express written permission of the Landlord. Please consult the leasing office with any questions about the property's pet policy and provide your pet's information below:

Pet 1 Name \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_ Color \_\_\_\_\_

Pet 2 Name \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_ Color \_\_\_\_\_

**IN CASE OF PERSONAL EMERGENCY, NOTIFY:** \_\_\_\_\_

Relationship: \_\_\_\_\_

Full Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I, (We) hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the 1st day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of fact the owner or his agent may reject, without stating any reason for so doing, the applicant, thereby waiving any claim for damages by reason of non-acceptance.

Upon acceptance of this application, I will have three (3) business days to submit a NON-REFUNDABLE "Holding Fee" in the amount of \$500.00 in the form of a money order, which will be applied towards the first month's rent. If I fail to execute a twelve (12) or sixteen (16) month lease for the above described premises, the "Holding Fee" will be forfeited as liquidated damages in payment for the agent's time and effort in processing my inquiry and application, including making necessary investigation of my credit, character, and reputation.

I recognize that as a part of your procedure for processing my application, an investigative consumer report and a criminal record background check may be prepared whereby information is obtained through personal interviews with my neighbors, friends, and others with whom i may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that i may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

The above information, to the best of my knowledge, is true and correct.



Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

# NYS HOUSING AND ANTI-DISCRIMINATION NOTICE

*Federal, State and Local Fair Housing and Anti-discrimination Laws protect individuals from housing discrimination. It is unlawful to discriminate based on certain protected characteristics, which include, but are not limited to: race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income or familial status.*

## THE FOLLOWING ARE SOME EXAMPLES OF POTENTIAL FAIR HOUSING VIOLATIONS:

- Refusing to rent, sell or show a property based on a potential tenant or purchaser's protected characteristic.
- Quoting a higher price to a purchaser or renter because of the potential purchaser or tenant's protected characteristic.
- Refusing to rent to a tenant who has children or increasing a security deposit based on the number of children who will be living in the apartment.
- Steering prospective tenants or purchasers to certain neighborhoods based on any protected characteristics.
- Refusing to rent to a potential tenant because of their source of income, including but not limited to, Section 8 vouchers or other government subsidies.
- Refusing to waive a "no pet" policy for tenants that require a service, assistance or emotional support animal.
- Discriminating at the direction of a seller or landlord or because it is the preference of a seller or landlord.
- Refusing to rent to a renter who is a victim of domestic violence.

## YOU HAVE THE RIGHT TO FILE A COMPLAINT

- New York State, Department of State: (518) 474-4429
- New York State, Division of Human Rights: (844) 862-8703

**ALBANY OFFICE:** One Commerce Plaza, 99 Washington Avenue, P.O. Box 22001, Albany, NY 12201-2001  
• Customer Service: (518) 474-4429 • Website: <https://dos.ny.gov> • E-Mail: [licensing@dos.ny.gov](mailto:licensing@dos.ny.gov)

**REGIONAL OFFICES:**

• BINGHAMTON • BUFFALO • HAUPPAUGE • NEW YORK CITY • UTICA

*This sign must be prominently posted in all real estate broker offices  
and at all public open houses.*